

1. The Opportunity

WATSON is seeking a Governance Associate to support clients through all aspects of governance projects as part of WATSON's Advisory Practice. As a key member of the project team, our Governance Associate partner closely with Practice Leads, Consultants and Project Coordinators to deliver high-quality advice and recommendations tailored to each client's unique context.

WATSON's Advisory Practice helps organizations establish or improve their approach to governance in five distinct areas:

1. Structures and Practices:

We ensure the governance structures and practices serve the organization and facilitate effective board performance and dynamics.

2. CEO Lifecycle:

We guide boards in their role of managing the CEO through all stages of their employment, including CEO evaluation and succession planning.

3. Oversight of People and Culture:

We support boards to oversee organizational performance, leadership, people, and culture.

4. Board and Director Effectiveness:

We help directors evaluate and improve their group and individual performance.

5. Education:

We provide governance education and peer learning for directors and those who support the board.

Governance Associate Position Description

2. Overview

The Governance Associate plays a key role in WATSON's Advisory Practices. This role contributes to all aspects of WATSON's Advisory work, including board, director and CEO evaluations; comprehensive governance reviews; policy/process development; governance education sessions; CEO performance, CEO succession, and broader leadership and performance work. A Governance Associate may focus more on one type of work than others, depending on their background and WATSON's client's need, but in general our Governance Associate work across our practices and have the opportunity to learn and be challenged by a range of work.

The Governance Associate is deeply involved in all phases of the project life cycle, from business development and client interface, to survey and interview design, interviewing, research, analysis, report writing and debrief facilitation.

The ideal candidate is a fast learner with a keen interest in governance, leadership, and organizational effectiveness. They are an exceptional problem solver and communicator, able to identify issues, craft practical solutions, and communicate complex ideas in a clear and accessible way. They know how to get to the root of an issue by asking the right questions. They are emotionally intelligent and understand how to recognize and manage individual and group dynamics. The ideal candidate has 3 – 5 years of relevant professional experience (in a complex business environment), often supplemented by other work experience and/or relevant advanced education; with significant experience writing, communicating with senior leaders, and managing multiple projects.

3. Responsibilities

- Review, analyze, and evaluate client materials, processes and frameworks
- Provide comprehensive analysis that generates insight and conclusions
- Work with WATSON's Project team to develop and finalize recommendations
- Provide advice and guidance to clients
- Lead the preparation of written draft documentation (e.g., bylaws, policies, board manuals, templates)
- Participate in and lead interviews
- Design and deliver debrief sessions and develop supporting material (e.g. surveys, agendas, PPT's and pre-reading materials)
- Manage projects under the direction of Consultants/Practice Leads
- Draft customized proposals, and project plans for clients
- Keep up to date on evolving standards and practices relating to governance, leadership, and other relevant areas of expertise
- Initiate and prepare Thought Leadership articles/blogs
- Build strong relationships with clients and identify opportunities for future WATSON projects
- Contribute to WATSON's business, operational, and financial targets
- Provide mentoring, guidance, and training to Project Coordinators

4. Skills and Qualifications

Relevant technical skills and experience will be one measure of the ideal candidate; however, there are many forms of experience which can be valuable. Cultural fit and sharing WATSON's core values will be essential qualities of the successful individual.

Passion for the Work:

- Keen interest in governance, leadership, and organizational effectiveness
- Active learner, takes initiative to dig deep, learn, and grow professionally

Commitment to Excellence:

- Sharp attention to detail and nuance
- Drive continuous improvement in client projects and internal processes

Great Team Player:

- Low ego, humble, ethical, collaborator, willing to roll up sleeves and help out whenever and wherever necessary and positive influence in the office.

Must haves:

- 3 – 5 years of relevant experience in a complex business environment (e.g., in governance, organizational development; at a professional services firm, think-tank, business or policy association)
- Post-secondary degree
- Strong critical thinker, with excellent analytical and problem-solving skills
- Superior writing skills, with demonstrated experience writing a wide range of communications from formal reports to policy documents, briefing notes and articles
- Interest in and understanding of governance and organizational effectiveness principles, practices and trends
- Demonstrated ability to produce client-ready reports, and presentations
- Proactive, able to work independently, and take ownership of projects with little direction with a positive attitude
- Strong organizational skills with the ability to manage changing priorities
- Acute attention to detail
- Highly professional and strives to meet highest standards of client service
- Sound judgment and troubleshooting skills
- Open to feedback, learning and continuous development
- Demonstration of, alignment with, and commitment to WATSON's core values:
 - **We care:** About our people, our clients, being reliable and meeting high standards
 - **We are thought leaders:** We are progressive and smart; we are always looking for a better way
 - **We embrace diversity:** We invite multiple perspectives and respect contributions

Nice to haves:

- Experience developing surveys and interview questionnaires
- Interviewing experience
- Business development experience
- Facilitation training and/or experience
- Experience working with or on a board of directors
- Change management experience
- Consulting experience

Please send your resume and cover letter to Lise Guyaz at: lise@watsoninc.ca